



CAMPBELL RIVER
School District 72

MEMO

Date: Oct 13, 2023
To: The Board of Education
From: Kevin Patrick, Secretary-Treasurer
Subject: **PUBLIC BOARD MEETING – Oct 17, 2023**

A Meeting of the Board of Education will be held:

Date: Tuesday, Oct 17, 2023
Time: 7:30 pm
Place: School Board Office Board Room, 425 Pinecrest Rd

The public is invited to attend the public board meeting in person or join the meeting livestream. The following link will allow you to observe the board meeting and to electronically participate in the question period on agenda items.

Attend the Oct 17 meeting online <https://bit.ly/3pup7kw>

SD72 event calendar <https://www.sd72.bc.ca/page/109/calendar>

Kevin W. Patrick, CPA, CGA
Secretary-Treasurer

KWP:nc

Enc.

c: Schools
Partner Groups

SCHOOL DISTRICT NO. 72 (CAMPBELL RIVER)

BOARD OF EDUCATION PUBLIC BOARD MEETING 7:30 pm, Tuesday, October 17, 2023 School Board Office Board Room

DRAFT AGENDA

1. Call to Order/ Chairperson's Remarks
2. Superintendent's Remarks
3. Approval of the minutes of the meeting of September 26, 2023 *Exhibit*
4. Business arising from the minutes
5. Additions or alterations to the agenda
6. Approval of the agenda
7. Report of Board decisions from the October 17, 2023 Confidential Board Meeting
8. Correspondence
9. Public Submissions
10. Agenda Submissions
11. Educational Submissions
 - A. Summer school 2023 (T Parker) *Presentation*
 - B. Out-of-school childcare project update (P Cizmic) *Presentation*
12. Electorate and Board Matters
 - A. Board work plan (K Eddy)
 - B. Remembrance Day ceremonies (K Eddy)
13. Educational Issues
 - A. September 30, 2023 1701 enrolment report (Geoff)
14. Business Administration
 - A. Health and Safety Administrative Assistant position request *Exhibit*
(*motion required*)

Public Board Meeting October 17, 2023

15. Committee Reports:
 - A. VISTA conference report (C Gillis)
 - B. Core pro-d committee report (C Gillis)
16. Any Other Business:
17. Questions from Anyone Present on Agenda Items for This Meeting:
18. Adjournment:

Kevin W. Patrick, CPA, CGA
Secretary-Treasurer

KWP:nc

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MINUTES OF A MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 72 (CAMPBELL RIVER), HELD IN PERSON AND ELECTRONICALLY AT 7:30 PM, ON TUESDAY, SEPTEMBER 26, 2023

Present: C. Gillis, Chair; S. Briggs, K. Eddy, J. Gladish, D. Hagen, D. Harper, J. McMann, Trustees; G. Manning, Superintendent, P. Cizmic, Associate Superintendent and K. Patrick, Secretary-Treasurer.

23-113 Call to order/ Chair's remarks

Board Chair Eddy called the meeting to order at 7:30 pm.

23-114 Superintendent's remarks

Superintendent Manning acknowledged the work of the Finance Department under the leadership of Kevin Patrick, Secretary-Treasurer on the preparation of the audited financial statements.

Manning attended the CUPE Local 723 65th Anniversary event on September 16 and expressed his congratulations to the President and Local for an exceptional event and their work in supporting our students day to day.

He noted the many events scheduled in the district honouring the September 30 Truth and Reconciliation Day. He made special mention of the Laichwiltach Family Life Society for their work in coordinating this event for the past 8 years and their contributions in the community for the past 30 years.

He expressed his appreciation for the many wonderful happenings and the welcome he has received at all sites in the district.

23-115 Approval of the minutes of September 5, 2023

It was proposed by D. Harper, seconded by J. Gladish and **CARRIED:**

THAT the minutes of the meeting of September 5, 2023 are hereby approved as circulated.

23-116 Additions to the agenda

14G District Principal of Learning Support Services position proposal

23-117 Approval of the agenda

It was proposed by C. Gillis, seconded by D. Hagen and **CARRIED:**

THAT the agenda is hereby approved as amended.

23-118 Report from the September 26, 2023 Confidential Board Meeting

Vice-Chair Gillis reported general statements of matters discussed in the Board's Confidential Meeting, and in accordance with Section 72(3) of the School Act, reports the following:

1. Teaching, administrative and support staff changes;
2. Property, legal and financial issues.

23-119 Greenways School Programming Report 2022/2023

The submitted report outlines the work that Greenways Land Trust is doing with our schools to support learning and the natural environment.

23-120 Presentation of Audited Financial Statements for the year ending June 30, 2023

Cory Vanderhorst of MNP, LLP reviewed the highlights of the financial statements and expressed appreciation to Secretary-Treasurer Patrick and the finance department for their support in completing the audit. Secretary-Treasurer Patrick thanked Mr. Vanderhorst and MNP for their work and acknowledged the staff of the district's finance department.

23-121 Financial Statement Discussion and Analysis, as at June 30, 2023

Secretary-Treasurer Patrick reviewed the Financial Statements, highlighting an overall operating surplus increase of \$55,000. Members of the board addressed the financial statements and the programs in place to support families as well as student enrolment numbers.

23-122 Recommendation from Audit Committee

It was proposed by S. Briggs, seconded by J. Gladish and **CARRIED:**

THAT the Audited Financial Statement for the term ending June 30, 2023, which includes the reserve transfers, be adopted as presented by Auditor Cory Vanderhorst from the firm of MNP, LLP.

23-123 Recommendation for Extension of Auditors' Contract

It was proposed by S. Briggs, seconded by C. Gillis and **CARRIED**

THAT the Board recommends the extension of the Auditor MNP LLP's contract for an additional three-year term.

23-124 Maintenance and Operations summer project update

Director of Operations, Jason Decksheimer reviewed the accomplishments of the operations, maintenance and custodial crews over the summer. He outlined some of the projects completed, which included repair and maintenance of floors and ventilation systems, painting, carpentry, custodial work and grounds maintenance. Board Chair Eddy thanked Decksheimer for his presentation and for the incredible work and attitudes of his team.

23-125 Capital Plan Response Letter & Bylaw No. 23/24-CPSD72-02

Bylaw 23/24-CPSD72-01, passed in the Spring, is amended (CPSD72-02) to include additional items such as Feeding Futures equipment, an electric bus supplement and a charging station. These items will be realized through additional grants, not through additional budgeted expenses.

It was proposed by J McMann, seconded by D Hagen and **CARRIED**

THAT the Capital Plan Bylaw No. 2023/24 CPSD72-02 for projects identified in the September 15, 2023 Capital Plan response letter from the Ministry of Education and Child Care be given all three readings at this meeting.

It was proposed by D Hagen seconded by C Gillis and **CARRIED**

THAT the Capital Plan Bylaw No. 2023/24 CPSD72-02 for projects identified in the September 15, 2023 Capital Plan response letter from the Ministry of Education and Child Care is hereby read for the first time.

It was proposed by J Gladish, seconded by J McMann and **CARRIED**

THAT the Capital Plan Bylaw No. 2023/24 CPSD72-02 for projects identified in the September 15, 2023 Capital Plan response letter from the Ministry of Education and Child Care is hereby read for the second time.

It was proposed by D Harper, seconded by J McMann and **CARRIED**

THAT the Capital Plan Bylaw No. 2023/24 CPSD72-02 for projects identified in the September 15, 2023 Capital Plan response letter from the Ministry of Education and Child Care is hereby read for the third time, passed, and adopted.

23-126 Minor Capital Plan Submission 24/25

Secretary-Treasurer Patrick noted that the amount of funding for these programs has changed. The submission includes 11 proposed projects.

It was proposed by D Harper, seconded by C Gillis and **CARRIED**

THAT the Board approve the 2024/2025 Minor Capital Plan submission as outlined in the summary provided by Secretary-Treasurer Patrick.

23-127 Finance Warrant No. 10; April 30, 2023

It was proposed by D Hagen, seconded by S Briggs and **CARRIED**

THAT the Finance Warrant No. 10, dated April 30, 2023, be accepted as presented.

23-128 Finance Warrant No. 11; May 31, 2023

It was proposed by J Gladish, seconded by C Gillis and **CARRIED**

*THAT Finance Warrant No. 11, dated May 31, 2023,
be accepted as presented.*

23-129 Finance Warrant No. 12; June 30, 2023

It was proposed by Trustee Briggs, seconded by Trustee Hagen and **CARRIED**

*THAT Finance Warrant No. 12, dated June 30, 2023,
be accepted as presented.*

23-130 Proposal for District Principal, Learning Support Services

Superintendent Manning shared that the number of students with designations in the district has risen dramatically, resulting in the need to provide increased services by the Learning Support Services department. The proposed position will assist the Director, Learning Support Services in scheduling and meeting the increased needs and demands for service.

Secretary-Treasurer Patrick outlined the funding structure for the proposed position, which will cost approximately \$180,000. A previously approved District Principal of Childcare increase wasn't needed and allows for \$30,000 to be reallocated to this position, with an additional \$150,000, to be realized from the increase in special needs category funding from the Ministry.

It was proposed by D Hagen, seconded by C Gillis and **CARRIED**

*THAT the expenditure of \$150,000 from the Board's surplus
operating revenues be allocated to the realization of the position of District Principal,
Learning Support Services.*

23-131 Audit Conversation Report

Board Chair Eddy reported her conversation with Auditor Tina He from MNP, LLP.

23-132 DPAC Committee Report

Trustee McMann noted her attendance at the first DPAC meeting of the school years. Concerns around bullying were expressed and members of DPAC are looking at ways of bringing information to the broader community. DPAC is working on communicating more effectively with individual school PACs.

23-133 News article re Metro Vancouver teachers on ChatGPT & AI

Trustee Gladish referenced an article circulated to the board. During a brief discussion, board members provided information on their understanding of this app and its potential impact in an educational setting.

It was proposed by J Gladish, seconded by C Gillis and **CARRIED**

THAT SD72' s senior staff begin a process of exploring ChatGPT and AI, and report back to the Board on its potential uses and misuses.

23-134 Questions from anyone present on agenda items for this meeting:

Question 1 - Debra Coombes, President, CRDTA asked why the budget amendment relative to the new position of District Principal, Learning Support Services was not on the agenda. She expressed concern as to this position's impact, on schools, dependent upon hiring decision.

Superintendent Manning advised that the matter was discussed in-camera and the decision made to bring it forward to the public meeting for approval, to support moving forward with posting and hiring for the position.

23-135 Adjournment

The meeting adjourned at 8:35 pm

Kat Eddy, Chair.

KWP:lm

September 26, 2023

Kevin Patrick, Secretary-Treasurer.



MEMO

Date: Friday, October 13, 2023

To: Board of Education
Senior Management Team

From: Andrea Dawe, Director, Human Resources

Subject: Request Staffing and Funding Support to District Health & Safety

During a Health and Safety review upon my arrival at SD 72, it was identified that the district faced significant risks related to deficiencies and resource constraints tied to Occupational Health & Safety (OHS) programming. The OHS mandate is considerable and expanding; expectations are high; and regulatory compliance is not negotiable. There is data to support that the district is vulnerable to risks of injury to employees, risks of reputational harm, and risks to resources.

In August 2023, an external review was conducted by a Certified Health & Safety Professional (CHSP) referred by a partnered district (Richard Gerow Risk Management Group). The audit described OHS programming as “emerging”. If one were to consider the term ‘emerging’ on any proficiency scale, it is easy to conclude that emerging is not an acceptable standard for a school district. However, it should be noted that there are also strengths in that it was described that we have “a very good safety culture”.

The Health and Safety mandate is significant and intersects other programs. Employer accountability has expanded in recent years, and we are not operating at modern standards. The district H&S office is one person who is a qualified and experienced health and safety practitioner but due to the high-volume situations encountered by the person in this position, there is difficulty in having them shepherd the program in a manner which would be consistent with good practices in the safety industry. We are working towards a Safety Management Systems (SMS) model that has specialized health and safety expertise, shared responsibility, and distributed leadership across the organization. We are looking at shared responsibilities of some school focused OHS work with Learning Support Services (LSS) but we are in critical need of administrative supports to H&S because the mandate is too large for it to be managed by the Health & Safety Technical Officer and the Director of Human Resources alone. This memo will highlight emerging trends and reasons for the request for administrative support to OHS.

Risk of Injury to Employees

Injury Reports						
Resulting in:	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023
Wage Loss	21	17	17	17	46	22
Health Care	17	39	18	22	28	19
Total	38	56	35	39	74	41

Risks to Employer

In 2022 – 2023, we had increased cases where employees refused unsafe work compared to zero (0) the previous year. Work refusals and claims of injury due to violence was highlighted by BCPSEA as an emerging OHS issue in 2022. While the provincial data is not readily available, there has been increasing reports of work refusals by teachers and education assistants across the province which may also correlate to data pertaining to increases in complex and challenging behavior reports. This presents a challenge for the district as it impacts employee absences, culture, recruitment, retention, team cohesion, and resources

that should be dedicated to learning. There are operational costs when employees are away from work, i.e., coverage/backfills, costs of returning them to work, not to mention the costs to K-12 learning. Both the BCTF/CRDTA and CUPE have active interests in workplace safety which also presents considerable productivity and political risk to the district and, there are the additional threats related to human rights and inclusive education. The administrative tasks associated with injury management, claims, return to work programs, investigations, education, awareness, and governance is a significant mandate. In the current climate of competitive job markets and demands on employers for physical, psychological, and social protections, it is paramount that the district establishes OHS programs that adhere to industry standards and employee expectations.

Risk to Resources

Claim Cost Summary					
2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023
\$102,702.05	\$280,094.99	\$165,408.77	\$191,637.51	\$223,431.41	\$420,931.82

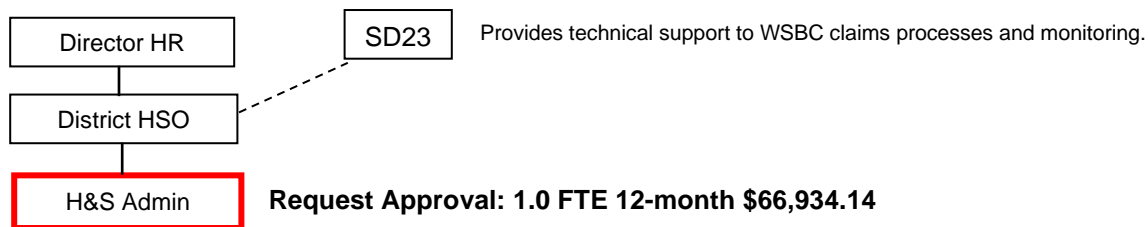
Claim costs have a direct correlation to increasing costs in WorkSafe premiums which are based on three (3) year weighted averages.

WorkSafeBC premiums					
2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023
0.56	0.67	0.72	0.98	1.02	1.13
\$134,843.97	\$259,377.28	\$335,257.35	\$434,765.77	\$510,594.90	\$570,838.03

On July 5, 2023, an experienced trades person experienced a significant injury. The impact to the district was stop work orders, WorkSafeBC investigators on site, cancelled vacation plans, incident reports, early inferences to criminal charges, fines, and orders. A valued employee was injured and the maintenance department and leadership were left looking for answers. While it is not possible to prevent all injuries; injuries will happen. Our goal is to establish OHS structures that appropriately directs effort towards areas that adds the most value for preventing injury and/or supporting employee who are ill or injured.

Request for Funding

We are proposing a conservative staffing plan and request for funding to enable the following structure:



The impact of this staffing model is for district OHS to be the safety systems manager responsible for overall compliance, programs, training, and enforcement. This will shift some school focused OHS responsibilities to LSS (District Principal) for employee supports that complements safe school programs, mental health framework integration for staff, and other wellness initiatives. HR/OHS will maintain the lead for health & safety for the district. With added administrative support and partnership with LSS, our goals are to achieve (1) increased health & safety expertise across the district; (2) shared responsibility and ownership by HR and Education; and (3) distributed leadership for safe work cultures. Other measurable impacts are employee engagement and, decreases in employee injuries, claim costs and WorkSafeBC premiums.

